

RECORDS ADMINISTRATION PROGRAM

THIRD QUARTER REPORT

1 October 1968

A C C O M P L I S H M E N T S

RECORDS CREATION

A. Forms Management Actions Completed this Quarter:

New Forms Designed and Issued	23	(212,200 copies)
Old Forms Revised and Issued	52	(1,038,350 copies)
Old Forms Obsoleted and Removed	54	(68,000 copies)

B. Other Forms Developments:

1. Fifty-eight (58) Records Officers were sent listings of forms for which they are offices of primary interest. Twenty (20) have completed their reviews and 54 forms were obsoleted.
2. Seven (7) PPB forms were revised for the coming budget exercise.
3. A new form was designed for 25X1A7b to notify headquarters of a traveler's itinerary and to request travel orders. In the past lengthy memoranda and messages were used. This form will reduce paper creation, provide a uniform system, and exclude superfluous information. We will contact the Office of Finance and other offices in an attempt to determine if this form can be used more extensively in the Agency.
4. For the Retirement Counseling and Placement Staff, Office of Personnel, one revision and two new forms were designed and printed. The new forms "Monthly Annuity Rates" and "Job Lead Record" will be given to all retirees.
5. Three booklet forms for A&E Staff, Psychological Testing were revised to eliminate all questions concerning religion in keeping with "Invasion of Privacy" restrictions.

RECORDS MAINTENANCE

1. At the request of DDP/CI Staff, we surveyed four secure areas to determine the most suitable filing equipment to use. Despite the pillars in one room we were able to find shelving that could be accommodated without loss of valuable floor space.
2. DDP/CI/OA requested information on color coded file folders. As their file is in excess of 200,000 folders we arranged for them to examine the successful DDI/Domestic Contract Services file, a terminal digit system with color codes.

3. The annual inventory of records in all components was completed and an overall statistical report prepared. For the first time all field stations are included, consequently, the FY 1968 total rose 20,000 cubic feet. We now have 251,000 cubic feet of records in Agency Offices. (Copy attached TAB A.)
4. We are arranging with three companies to develop bids on the installation of motorized and manual compacting type shelving in the DDP/RID file area.
5. File retrieval problems prompted the Chief, Applied Physical Branch, TSD to request a survey of their paperwork operations. The RMO from TSD was added to the Survey Team at our insistence to carry out the survey results. Our survey advocated the centralization of their files, establishment of better controls, procurement of new file equipment, eventual relocation of files, and serious consideration of a clerical position to operate the new file system (instead of having 24 engineers doing the filing). Centralization has been accepted and shelf files requisitioned. A new administrative assistant position has been added by the Chief, APB.
6. <sup>25X1A9a</sup>Mr. [REDACTED] accompanied two TSD Engineers from Applied Physics Branch, to [REDACTED] to demonstrate the Office of Communications system for Engineer Contract Files.

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#### VITAL RECORDS

##### A. Scheduling

Revised Vital Records Deposit Schedules were reviewed and approved for the following offices:

DDP/OPER/RID  
DDS, Office of Communications  
DDS, Office of Personnel  
DDS&T, Office of Computer Services  
DDS&T, Office of Scientific Intelligence

##### B. Deposits

1. This quarter, 567 cubic feet of Vital Records were received at the Relocation Site and 355 cubic feet were destroyed or returned to the depositing component.
2. Our previous reports on the inadequacy of emergency equipment at Relocation resulted in several meetings with NPIC. It was learned the Agency emergency plans do not include any provision for billeting NPIC personnel and the NSCID-8 states NPIC will be transferred to the Department of Defense in time of emergency. At present NPIC has 3,000 cubic feet in our Vital Records holdings with no related plan. Mr. [REDACTED] the NPIC Records Management Officer is promised a policy decision from NPIC executives. <sup>25X1A9a</sup>

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3. Because of the "Records Purge Project" six offices sent representatives to Relocation to review their Vital Records desposits during this quarter.

#### RECORDS DISPOSITION

##### A. Records Center Activities this Quarter: (Cubic feet)

Records Received for Storage	3,752
Records Removed for Destruction	1,461
Records Transferred out of Center	562
(Net Growth 1,720)	
Priority Deliveries	1 Special Run
Records Services	20,326 items delivered
Supplemental Distribution Copies	9,596 items delivered
Briefings and Visitors	196 people
(Includes historians, CT's, office representatives, students, etc.)	

1. A copy of each of the Agency organization charts available in the Agency Archives (27 items) was reproduced for Dr. [REDACTED] 25X1A9a
2. In an attempt to reduce the number of copies of NIS reports held in supplemental distribution our personnel at [REDACTED] are reproducing the NIS control cards. OBGI will evaluate these past demands for extra copies and reduce future publications and supplies accordingly. 25X1A6a
3. Several inspection trips to [REDACTED] were made and the space was found to be clean and orderly and the work was current. 25X1A6a
4. Through the end of September, sixty people representing twenty-four Agency components, visited the Archives and Records Center as a result of the "Records Purge Project."

##### B. Scheduling

###### DDP

A draft of the CS Records Retention Plan itemizing permanent records to be retained and the responsible "Office of Record" has been completed by our Staff and is now with the DDP/RMO for co-ordination. (A "Retention Plan" is the policy on records to keep while a "Control Schedule" is the mechanism to implement the Plan.)

###### DDI

1. Inquiries from OBGI, and National Archives regarding OSS records were referred to DDP, Records Integration Division, where the Director, SSU operates as an active Agency of the Federal Government.

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2. Meetings were held between members of this Staff and the DDI Senior Records Officer on the Development of a Retention Plan to enumerate the permanent records of the DDI Area.

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3. We assisted Records Officers in [REDACTED] and Information Requirement Staff in drafting revisions to their Records Control Schedules.

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DDS

Received, reviewed, and approved revised Records Control Schedules for the Office of Personnel, Office of Finance, and Office of Communications.

DDS&T

1. Reviewed and approved a completely revised Records Control Schedule for Office of Scientific Intelligence, and assisted the Office of Computer Services in developing revisions for theirs.
2. The first draft of the DDS&T Records Retention Plan is being co-ordinated and meetings on it scheduled with Records Officers for Mid-October.

P R O G R A M   D E V E L O P M E N T

This Staff provided the Deputy Director of Support background information on the Agency Records Program for his briefing of Col. White, Executive Director-Comptroller.

RECORDS MANAGEMENT BOARD

On 11 July, the Executive Director-Comptroller met with the Deputy Directors, the Inspector General, and Chief, PPB concerning the filled Records Center and the Agency Records Program. Col. White directed the Deputies to appoint officers to review and reduce their volume of records in storage. He also established a Records Management Board to investigate and propose solutions to problems affecting the Agency's paperwork. The Board has held 11 meetings on Records Problems and the Purge is actively pursued in all components. A separate report on those activities was submitted. The next report covering activities of the Records Management Board will be submitted to Mr. Bannerman on 17 January 1969.

MISCELLANEOUS

A. Research Trips

Concerning the possible use of microfiche in the Agency three members of this office visited the Department of Commerce clearinghouse in Springfield, Virginia, to view their storage

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and issuance of unclassified scientific and technological publications on microfiche and hard copy. The function of the Clearinghouse parallels our supplemental distribution activity.

Another three persons visited the Defense Documentation Center, Cameron Station for a briefing. They also have microfiche operations for the storage and retrieval of classified reports.

Three members of this office also attended a presentation on "Secure Transmission of Information," by [REDACTED] of NSA at Headquarters.

25X9A8

The Forms Manager attended a lecture by Mr. Dunn of Canada's Department of Defense Production at which he advocated standardized paper and envelope sizes and adoption of the metric system.

B. Paperwork Management Award

25X1A9a Mr. [REDACTED] was one of 20 government employees to receive a Paperwork Management Award for his outstanding contributions in the area of Paperwork Management.

C. Liaison with National Archives

- 25X1A9a 1. Mr. [REDACTED] met with Mr. Krauskopf of National Archives on evaluation of records pertaining to requirements levied on the Agency. It was determined that only the broad, guide-type records need to be retained permanently.
- 25X1A9a 2. At the request of NPIC, Mr. [REDACTED] met with Dr. Campbell, Assistant Archivist for National Archives, on procedures for getting an Archives appraisal of NPIC films. The Chief, Special Records Division at National Archives should perform this evaluation. The RMO/NPIC was notified that this individual would need special Agency clearances.

D. Agency Archives Development

25X1A9a Mr. [REDACTED] on the LBJ Presidential Library has asked this Staff for information on an Agency Archives as an independent operation with its own facilities. The Chief of the Records Center is gathering statistics to turn over to Mr. [REDACTED]

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E. Federal Records Officers Meeting

25X1A9a Mr. [REDACTED] represented the Agency at the Federal Records Officers meeting at National Archives on 11 September. The Agenda included presentations on procedural problems in the [REDACTED] Records Center and other developments in the Federal Records Program. Our [REDACTED] operation was not involved.

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F. Briefings

In September 51 Agency personnel were briefed on the Records Program at the DDS Trends and Highlights course.

G. Records Conference

Preliminary work is completed for the Records Management Conference to be held at [REDACTED] 22-23 October 1968. The theme of the Conference is records and the new technologies with emphasis on "Automation and Microminiaturization."

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H. Records Officers Visits

Members of Records Administration Branch have been visiting with Agency Records Officers again this quarter. Results obtained from earlier visits indicate they are very worthwhile and permit our staff to informally evaluate Records Programs in the Offices.

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